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YOUR GOVERNMENT AT A GLANCE

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THE CITY OF LOS ANGELES

EPHEBIAN OATH OF ALLEGIANCE

We will never bring disgrace to this our City, by any act of dishonesty or cowardice, nor ever desert our suffering comrades in the ranks. We will fight for the ideals and sacred things of the City, both alone and with many. We will revere and obey the City's laws and do our best to incite a like respect in those above us who are prone to annul or set them at naught. We will strive unceasingly to quicken the public sense of civic duty. Thus, in all these ways, we will transmit this City not only not less, but far greater and more beautiful than it was transmitted to us.

(This is a translation of the oath which ancient Athens required its young men to take when they became Ephebians. The Ephebians constituted a distinct official order, recognized and honored by the State and regarded by the People as the Hope and Pride of Athens.)

Your Government at a Glance

Facts about the City of Los Angeles

Compiled
by
REX E. LAYTON
City Clerk

1975 Edition

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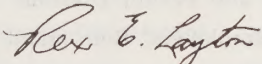
FOREWORD

This booklet has been prepared to meet demands for a brief summary of municipal government functions and activities. Additional general information is also provided about the City Government of Los Angeles.

There is an increasing interest in municipal affairs. This booklet was originally prepared and has been periodically updated in the belief that the summary-form factual information provided will be of benefit to interested citizens, students of government and to employees entering Los Angeles City service.

Cooperation of the City departments, agencies and bureaus made the booklet possible.



REX E. LAYTON
City Clerk
City of Los Angeles

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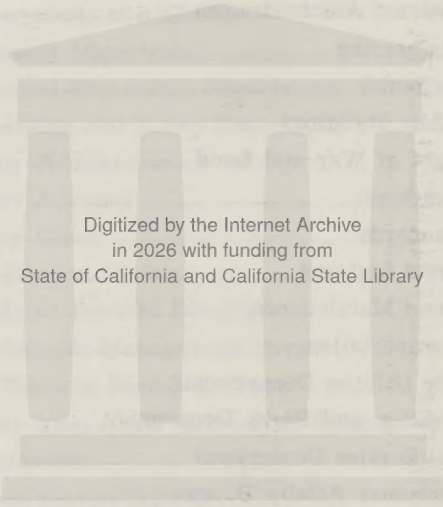

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CITY SEAL
of the
CITY OF LOS ANGELES

MEANING OF CITY SEAL

The Lion of Leon and the Castle of Castile are from the Arms of Spain and represent Los Angeles under Spanish control—1542-1821.

The eagle holding a serpent is from the Arms of Mexico and represents the period of Mexican sovereignty—1822-1846.

The Bear Flag typifies the California Republic of 1846.

The Stars and Stripes indicate the present status of this City as an American city.

The sprays of Olive, Grape and Orange suggest the location of Los Angeles as a city set in a garden. The beaded circle surrounding the shield represents a Rosary suggesting the part played by the Mission Padres in founding the City.

LOS ANGELES AT A GLANCE

FOUNDED
September 4, 1781.

INCORPORATED
April 4, 1850.

POPULATION

1973 (Estimated)	2,814,800
1972 (Estimated)	2,840,000
1970 U.S. Census	2,811,801
1967 (Estimated)	2,827,585
1960 U.S. Census	2,479,015
1956 U.S. Special Census	2,243,901
1953 U.S. Special Census	2,104,663
1950 U.S. Census	1,970,358
1946 U.S. Special Census	1,805,684
1940 U.S. Census	1,504,277
1930 U.S. Census	1,238,048

AREA

463.7 square miles

Extreme distance north and south	44 miles
East and west	25 miles
Length of City Boundary	315 miles

TOPOGRAPHY

Elevation ranging from sea level to 5,080 feet (Elsie Peak). Average elevation about 275 feet.

TEMPERATURE

Mean over 80-year period	64.4°
Highest—September 1, 1955	110.0°
Lowest—January 4, 1949	27.9°

RAINFALL

Normal annual	14.68 inches

LOCAL TRANSPORTATION

L.A. City vehicle registration	1,834,340
Number riding buses daily	625,000

UTILITIES

Number of gas meters	924,777
Number of water meters	633,537
Number of electric meters	1,172,163
Number of telephones (Extended Area)	3,707,191

FORM OF GOVERNMENT

Mayor-council-commission form as provided by Freeholders' Charter effective July 1, 1925. Mayor, City Controller, and City Attorney elected by the people every four years. Fifteen City Councilmen representing fifteen districts are elected by the people for four-year terms. Members of commissions are appointed by the Mayor, subject to the approval of the City Council. With but few exceptions all other officials and employees of the City are subject to civil service provisions of the Charter.

PERSONNEL

Approximately 49,500 men and women are employed by the City to carry on the activities and services of the many divisions and departments of your municipal government.

ASSESSED PROPERTY VALUATION

At 25% of its estimated fair market value:

1974 ..... $8,915,831,215

BEAUTIFICATION – RECREATION – CULTURE

244 Parks — areas totaling 13,677 acres
245 Tennis courts
13 Miles bathing beaches
13 Major golf courses
73 Miles bridle paths
54 Swimming pools
6 Mountain camps
4 Driving ranges
144 Recreation centers
Griffith Observatory and Planetarium
Cabrillo Beach Marine Museum
Los Angeles Swimming Stadium
Los Angeles Zoo
Greek Theatre
Travel Town
Barnsdall Art and Crafts Center

PUBLIC LIBRARY

Number of volumes	4,324,793
Number of public service units	64
Number of patrons	1,870,863
Annual book circulation	11,615,977

PUBLIC WORKS

Miles of paved streets	6,611
Total miles of streets	7,415
Number of bridges	1,180
Pedestrian subways	238
Number of ornamental street lights	170,000
Number of overhead street lights	25,000
Miles of sanitary sewer	5,900
House connections	617,800
Miles of storm drain	1,055
Freeway-miles open to traffic	147

EDUCATION

Annual enrollment	724,901
Total graduates (1973-74)	82,115
Classrooms for teaching only	22,000
Number of schools	665
Area of school district (sq. miles)	710
Total employees	51,393
Teaching staff	31,639

THE CITY HALL

200 N. Spring St., Los Angeles 90012 485-2121

The Los Angeles City Hall and grounds occupy one square block in Civic Center.

Building was dedicated April 26, 1928.

Financed by bond issue.

Total cost of building, real estate and furnishings—$9,726,837.48.

Height of building above Main Street is 454 feet.

Gross floor area, including garages, is 912,292 square feet, approximately 21 acres.

THE CITY HALL SOUTH

111 East First Street, Los Angeles 90012

Building was dedicated in October 1954.

Total cost of building and site: $5,672,856.40.

Building has 10 floors plus basement.

Gross floor area—138,334 square feet, plus 55,640 square feet of landscaped grounds.

THE CITY HALL EAST

200 North Main Street, Los Angeles 90012

Building is still in construction stages as of publication date.

Height—280 feet above Main Street, 18 stories plus helipad; and 4 levels below Main Street.

Gross floor area above Main Street—549,900 square feet.

Gross floor area at Mall level—85,800 square feet.

Gross area for 3 parking levels between City Hall South and City Hall East—268,500 square feet.

EAST MALL AND UNDERGROUND PARKING

Gross Parking Area: 1,051,800 square feet.

Gross Mall Area: 272,900 square feet.

(under construction as of this publication date)

FOUNDING AND INCORPORATION

The first settlers of the City of Los Angeles consisted of 14 families numbering 44 individuals. The ceremonies founding the City took place on September 4, 1781. At this time, Colonel Felipe De Neve, who was then Governor of the Spanish Province of Alta California, officially applied the name "El Pueblo de Nuestra Senora la Reina de Los Angeles" or "The City of Our Lady the Queen of the Angels".

The City of Los Angeles was incorporated on April 4, 1850. At that time it had a population of 1610 (U.S. Census) and an area of 28 square miles. It did not have a graded street, a sidewalk, a water system, lights, nor a single public building of its own. Every citizen on Saturday morning swept or cleaned up the street in front of his own domicile. Street lighting was simple, for each owner whose house faced the street was obliged to put a light at the door in front of his house during the first two hours of every dark night.

LOS ANGELES TODAY

Today Los Angeles has a population of over two and one half million people, an area of 463.7 square miles, 7,415 miles of streets, 1,055 miles of storm drains, an abundance of water and power brought from mountains hundreds of miles away, and thousands of publicly-owned structures of various types. The friendly lanterns that hung at the door have been replaced with 170,000 ornamental lights and 25,000 overhead lights. Adobe houses have been replaced with modern buildings and residences; volunteer police and fire departments have been succeeded by highly trained, properly equipped and well organized municipal forces, and mud flats have been dredged to become one of the world's busiest harbors at Wilmington and San Pedro.

CITIZEN'S INTERESTS

Your City government touches your life at more points more frequently than any other governmental agency, be it national, state, or county. The City government furnishes water, supplies electricity, apprehends and prosecutes criminals, provides emergency receiving hospital service, and fire protection.

In a very real sense, the City government is a huge corporation with over 2,800,000 stockholders, the third largest city in the United States. This City, in which you are a stockholder, is engaged in business exceeding $739,000,000 a year.

MUNICIPAL ORGANIZATION

The basic law of the government of the City of Los Angeles is found in the City Charter, adopted by a vote of the people in 1924, effective July 1, 1925, and subsequently amended from time to time. The Charter provides for a mayor-council type of municipal system, the Mayor being the executive branch and the Council the legislative. The governmental machinery consists of approximately 26 departments, 19 of which are headed by advisory or controlling boards or commissions appointed by the Mayor subject to confirmation of the Council. The salary of members of the Board of Public Works, the only full time board, is fixed by ordinance. The members of most citizen boards receive $10 per meeting attended not to exceed $100 per month, except for members of the Airport, Harbor, and Water and Power Boards who receive $25 per meeting not to exceed $250 per month.

CITY LEADERS

THE MAYOR

As head of City government, the Mayor is elected by the people to serve a four-year term. He, more than any other official, is held responsible by the citizens for the conduct of City affairs. It is to him they look when problems need solving, and it is he they hold responsible when things go wrong. This is inevitable in view of the municipal system as it exists in this City.

As executive officer of the City, the Mayor has the task of administration and leadership. He supervises the administrative processes of City government and participates with the City Council in all matters relating to legislation, budget, and finance. He recommends procedures he deems to be necessary and proper, is vigilant in the enforcement of ordinances, and exercises the powers of appointment and veto.

In performing his many duties prescribed by Charter and City ordinances, the Mayor operates an executive department of which he is the ex-officio head.

THE CITY COUNCIL

The first City Council, of seven members, held its initial meeting on July 3, 1850. With the rapid growth of the City have come many problems affecting lives and welfare of its residents, such as traffic control, sewage and garbage disposal, fire and police protection, flood control, public utility regulation, and many other functions too numerous to mention. Responsibility for the proper solution of these problems rests upon the City Council which now consists of fifteen members

elected by districts. The Council is the legislative body of the City government, passing ordinances and resolutions and establishing the policies, with wide powers, affecting the operation of municipal affairs. Councilmen meet at ten o'clock in the morning in the Council Chamber of the City Hall five days each week, Monday through Friday. All meetings are open to the public.

Councilmen shoulder a responsibility far heavier than most citizens suspect. The average citizen's first thought when he has a problem is to write, phone, telegraph, or call upon his councilman. The reason is obvious. The councilman can know his district and his constituents with more intimate understanding than can more distant representatives, and a citizen can know his councilman by simply dropping in at the City Hall, or by attending public meetings. This is why, in spite of rigid separation among legislative, executive, and judicial branches of municipal government, councilmen constantly receive requests for adjustment of matters beyond their jurisdiction.

It becomes a councilman's job, therefore, to act as a contact agent between his constituents and the proper governmental agency. This becomes as much a part of his work as the legislative duties which the Charter requires him to perform. Councilmen have the threefold task of ironing out conflicting tension in a community, representing constituents in the business of governing themselves and of providing the type of constructive leadership necessary in the governmental offices of our community.

AIRPORT
#1 World Way

The Department of Airports operates and maintains three municipal airports (Los Angeles International, Van Nuys, and Ontario International). It also operates a modest passenger terminal on Air Force Plant 42 under a joint use agreement with the Air Force, and has acquired over 13,000 acres in Palmdale for a future super intercontinental airport. These aviation activities, which are among the world's busiest, are under the direction of the Board of Airport Commissioners, and are entirely self-supporting and impose no burden on the taxpayers.

ANIMAL REGULATION
City Hall South, Room 410

This department enforces laws and ordinances regulating the care, custody, control, and prevention of cruelty to all animals within the City. It operates and maintains six animal shelters, and three low-cost spay and neuter clinics in the City. The department inspects and issues permits for the operation of establishments which work or deal in or with animals, i.e., pet shops, kennels, etc. The department issues canine and equine licenses. It conducts and coordinates public low-cost rabies immunization clinics for dogs, and carries out a continuous rabies control program. The department inspects medical research laboratories, and is the central clearing agency for lost, found, and unwanted animals.

BUILDING AND SAFETY
City Hall, Room 411

This department enforces all ordinances and laws relating to the construction, alteration, repair, demolition, removal or relocation of buildings or structures, as well as the installation, alteration, repair, use and operation of heating, plumbing, lighting, ventilating, refrigerating, electrical and mechanical appliances and equipment therein. The department enforces the zoning ordinance of the City; provides a preventive as well as a corrective program for the rehabilitation of substandard dwellings, commercial buildings, apartment houses, hotels, schools, hospitals, and places of public assembly; provides a program for inspection of all excavations and fills on private property; enforces the swimming pool fencing ordinance; tests and approves electrical and plumbing appliances and equipment for sale in the City; and inspects boilers and elevators.

CITY ADMINISTRATIVE OFFICER
City Hall, Room 380

The City Administrative Officer is the financial and administrative advisor to the Mayor and the Council. His office assists the Mayor and the Council in the preparation of the City's annual budget. He directs a program of budgetary administration to assure the proper and effective expenditure of funds. He directs research required to promote efficiency and economy in the operation of City government, acts as the City's management representative on employee relations matters including the conduct of salary surveys, meet and confer sessions and recommendations on such matters to the Mayor and Council. The City Administrative Officer administers and controls the activities of petroleum administration as well as civil defense coordination.

CITY ATTORNEY
City Hall East, Room 1700

The City Attorney is the attorney for and legal advisor to the City, its officers, boards and commissions, including the City-owned departments of Water and Power, Harbor and Airports. The Office of the City Attorney prepares legal opinions at the request of any City officer, board or commission. It prepares and approves as to form and legality City contracts and ordinances before execution or adoption. It prosecutes or defends all actions or claims for or against the City or any officers of the City arising from their official acts. Legal services are performed in connection with all City matters, including public liability, the acquisition or sale of City property, bond issues, public improvements, civil service, elections, public utility proceedings and local tax matters. All misdemeanor crimes arising from violations of the City Charter, City Ordinances, or State Laws, are prosecuted by the staff of his office.

CITY CLERK'S OFFICE
Room 395, City Hall

City government must have its "front office" where the City Seal is kept, where City officials take the oath of office, where documents are signed, and where City records, historical and current, are kept on file.

The City Clerk's Office has liaison responsibilities serving the Mayor, the Council, the City departments, and the public, acting as a corresponding secretary for the City, and as a source of information for the public. About 8,500 petitions and communications are received each year and processed through the successive steps of legislative action by the Council and Mayor. Thousands of letters are written annually advising interested departments and persons of actions by the Council and Mayor.

In addition to the preparation of permanent

minutes of each Council session, there is prepared for general use a digest, or journal, of Council actions. Also, to aid the Council in its legislative process, there is prepared each day an agenda, or calendar, of matters to be considered at subsequent meetings. Every action of the Council must be recorded permanently and indexed in such manner that it can be readily located five, ten, twenty, or fifty years from now. A large vault is maintained to house these records.

From the records in the vault a colorful history of Los Angeles could be written. The minutes of the Ayuntamiento, the local governing body, are complete from 1832 to 1850, except from 1840 to 1844, when it was abolished by the Mexican government. The minutes of the Common Council are complete from 1850 to date. The records were written in Spanish until May 5, 1854. The first official Spanish School Census in 1836 enumerated 2,228 men, women, and children by name, and results of elections as far back as 1828 are all on file among many other interesting and colorful documents.

ELECTION—City Hall, Room 2300

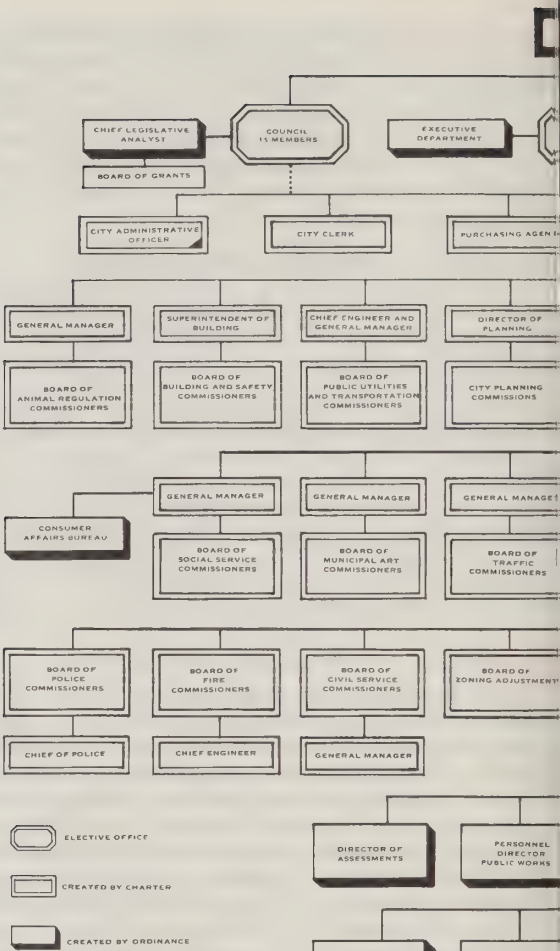
The City Clerk has the responsibility of supervising and conducting all municipal elections, and maintains an Election Division for this purpose. Countless operations, which lead ultimately to the final disposition of all items on the ballot, must be performed. For each election approximately 3,850 polling places must be secured and approximately 15,000 election officials must be appointed. A force of 1,500 temporary clerical workers must be employed. In addition to 17 trucks for delivery of booths and supply boxes, 73 vehicles are routed for the delivery and collection of election supplies to the polling places, not to mention the subsequent inventory check of such supplies. The 882 square miles of area covered includes the Los Angeles City School Districts, which total

area requires 36,000 vehicle miles to make delivery and collection of necessary equipment and supplies to each of the 3,850 polling places. There are more polling places served by the Election Division than there are polling places in the States of Arizona, Connecticut, Delaware, Maine, Nevada, New Hampshire, Rhode Island, Vermont, and Wyoming combined.

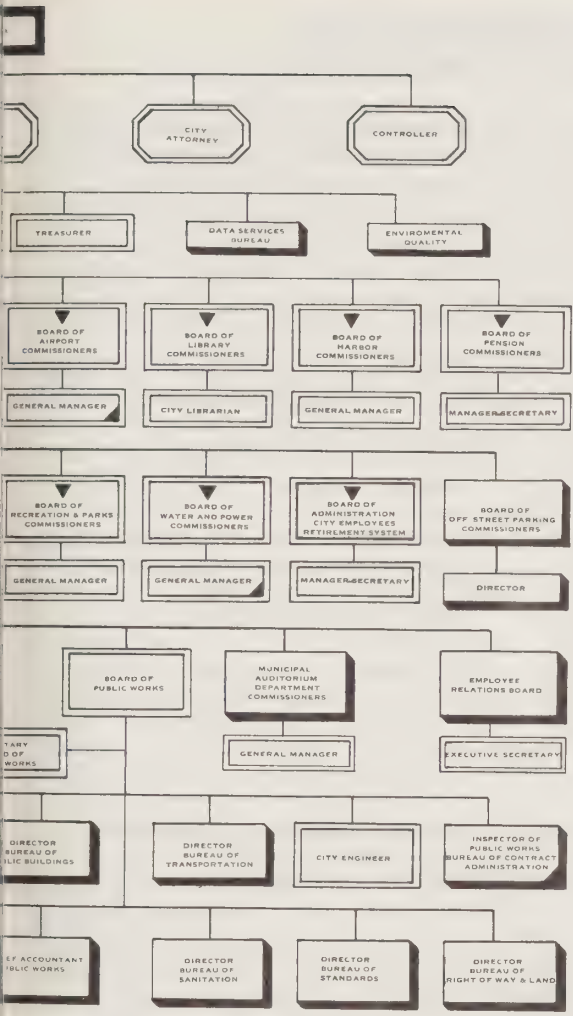
LAND RECORDS—City Hall, Room 453

This division, which is part of the City Clerk's office, maintains records concerning owership, legal description, lot size, date of subdivision, etc., for each of the 800,000 parcels of real property within the City of Los Angeles. This data, which is taken from deed transcripts, is detailed on maps and ledgers in the Division Office. In addition, the Division provides other City departments with access to abstracts or microfilm copies of deeds recorded between 1945 and the present date for use in research. Last year, in order to keep information current, approximately 7,000 changes were plotted on the maps and slightly over 300,000 ownership and address changes were entered in the ledgers.

The Division provides title information, legal descriptions, mapping assistance, and microfilm services to all City departments and bureaus requiring such information. In addition, the Division assists private citizens, builders, engineers and others to obtain property data. In 1973-74, approximately 85,000 persons received such assistance. Lastly, the Division notifies property owners of public hearings to be held before the Board of Public Works and City Council on such matters as estimated costs of proposed special assessments for improved sidewalks or street lighting, proposed zone changes, annexations and detachments, and other actions which might affect their real property interests. In 1973-74, 173,000 property owners were notified of public hearings.



NOTE NO 1 ALL APPOINTMENTS BY THE MAYOR TO CONFIRMATION BY THE COUNCIL



NOTE NO 2 ALL BOARDS AND COMMISSIONS HAVE FIVE MEMBERS ONE APPOINTED EACH YEAR FOR A FIVE YEAR TERM. ALL EXEMPT FROM CIVIL SERVICE

CITY CLERK'S OFFICE. DECEMBER 1974

RECORDS MANAGEMENT—
316 Commercial Street

The City Clerk, under the Los Angeles Administrative Code and the City Charter, is responsible for the proper maintenance, preservation or destruction of all of the records of the City.

Since 1969 a Vital Alternate Records Storage Program has caused transfer of thousands of records to an underground storage in the center of the United States. In addition, a constant program of records scheduling has brought over 98% of all City records under control for maintenance and authorized disposal. More than 50,000 feet of records are being maintained by the City Clerk in semi-active status in the City Records Center, while the center has destroyed 25,000 cubic feet with an additional 50,000 cubic feet being destroyed by departments, all of this with the authorization of the City Attorney and City Council. A Unified Functional Filing System is being piloted in a City department for City-wide adoption. A City Archives has been established and reports, studies, organizational changes, and other valuable documents are being collected for permanent reference covering the years 1820 to 1972.

TAX AND PERMIT—City Hall, Room 101

As ex-officio tax collector under the Charter, and in conformance with other duties assigned to him by ordinance, in the Tax and Permit Division during 1973-74, the City Clerk received $90,903,027 in sales and use taxes, $12,607,604 in cigarette taxes and $269,289 transportation taxes collected by the State of California; $1,438,448 in realty transfer taxes from Los Angeles County; collected $59,982,756 in business taxes

and for-hire trucking taxes, $5,168,240 in transient occupancy taxes, and $47,389,395 in utility users tax.

Field personnel made 1,958 audits and 123,406 field investigations during the year. Police and Fire Permit new and renewed applications numbered 39,277 with $1,549,088 collected in fees. Receipts from 24,332 parking meters located in various business districts throughout the City totaled $2,411,088.

This division also processed payments from bicycle licenses $53,913, miscellaneous service fees $2,053, dwelling unit construction tax $1,612,935, and collected City imposed sales and use taxes $20,626, fingerprint fees $15,492, and sewer construction and maintenance fees $3,132,327.

CITY EMPLOYEES' RETIREMENT SYSTEM
City Hall South, Room 505

This department was created by Charter amendment in 1937. It is under the management of a Board of Administration, which controls and invests the City Employees' Retirement Fund. The Board also administers the provisions of the Charter relative to service retirement, disability retirement, and death benefits for all City employees, except sworn personnel of the Fire and Police Departments and employees of the Department of Water and Power.

CONTROLLER
City Hall, Room 220

The Controller is the chief accounting officer of the City and audits all receipts and disbursements. He has general supervision over all accounts of officers and boards, prescribes the method and installation of accounting systems, audits and approves all demands before payment, has custody of all official bonds except his own, and protects appropriations against over-draft or expenditure for unauthorized purposes.

DATA SERVICE BUREAU
City Hall East, Fourth Floor

The Data Service Bureau is an integrated and centralized data processing operation for City bureaus and departments with only a few exceptions, e.g., Department of Water and Power.

The Bureau furnishes to City users computer and related services connected with the conversion, storage, processing, display of data and the preparation of reports and documents from such data. Application areas involve command and control functions relating to public safety, home and community environmental matters, transportation, educational and recreational subjects, economic development and general and administrative matters relating to project and cost control, general financial, revenue collection, etc.

Provided from the central service point are automated systems evaluation and design, computer programming, data conversion storage and retrieval, data transmittal and display and related services applied to management and engineering science applications of automated information handling techniques and related equipment.

ENVIRONMENTAL QUALITY
City Hall East, Room 550

This department has the duties and responsibilities to develop goals, policies and programs for the protection and improvement of the City's environment; identify significant environmental problems and recommend possible solutions, represent the environmental interests of the City before other governmental agencies; formulate standards for the preservation and enhancement of the City's environment; enforce elements of the environmental program over which the City has jurisdiction; receive and resolve citizen complaints concerning violation of the City's noise ordinance, air or water pollution; aid and inform citizens in the preparation of Environmental Impact Reports; maintain public files on all projects requiring Environmental Impact Reports or Negative Declarations, etc.

The department encourages citizens to call concerning practices that could have significant impact on the environment.

FIRE DEPARTMENT
200 North Main Street

This department extinguishes fires and protects life and property from fire and life hazards by inspecting bulidings and enforcing laws relating to fire prevention. This department also operates the emergency ambulance service throughout the City.

HARBOR DEPARTMENT

255 W. Fifth Street, San Pedro

This department has jurisdiction over approximately 7,000 acres of land and water area at the Port of Los Angeles. It establishes and enforces rules governing the use of the harbor. It develops and maintains facilities for the promotion of commerce, fishery and navigation as required by the California State Tidelands Grant. It fixes and collects rentals and charges, is self-supporting and independent and controls the expenditures of funds for harbor improvements. It fixes the salaries of its own employees.

LIBRARY

5th Street and Grand Avenue

The Public Library serves the people of Los Angeles as a source of reading and informational materials of all kinds. It receives an appropriation from the annual tax levy of not less than seven cents on each $100 of assessed valuation. It controls its own funds and fixes the salaries of its own employees, except the salary of its general manager which is fixed by the City Council.

MUNICIPAL ARTS DEPARTMENT

City Hall, Room 1500

Any work of art to be acquired by the City, as well as the design of any building, bridge, or structure to, be erected on or over City property must be approved by the Municipal Arts Commission. The department manages and/or controls the Municipal Art Gallery and the Junior Arts Center in Barnsdall Park; the Bureau of Music, which coordinates public interest in music in all of its phases; and the Cultural Heritage Board, which

designates Historic-Cultural Monuments and Sites in the City for which a permit to demolish or alter cannot be obtained without the approval of the Board and the Arts Commissioners. The department also inventories the City-owned art works when funds are provided therefore.

MUNICIPAL AUDITORIUM DEPARTMENT
1201 S. Figueroa St.

This recently created department operates the Los Angeles Convention Center, one of the largest and most beautiful in the country. Designed to accommodate events ranging from small meetings to nationwide trade shows and conventions, the Center provides over 234,000 square feet of exhibit space and 21 meeting rooms for from 25 to 1,680 persons. Kitchen facilities are adequate to serve up to 10,000 banquet dinners simultaneously, while a restaurant, cafeteria and food stands offer fast food service. Beautifully landscaped grounds feature an 80 foot fountain. Inside, the lobby is reflected in 28 feet high floor to ceiling bronze mirrors. The luminous ceiling contains a central light sculpture of hand-blown Venetian glass. Trade shows and conventions held at the Center attract hundreds of thousands of people annually from every part of the country.

PENSIONS—FIRE AND POLICE
City Hall South, Room 501

The Board of Pension Commissioners has exclusive control of the administration and investment of monies in the Fire and Police Pension Funds and administers the provisions of the Charter relative to service, disability, and dependents' pensions for sworn members of the Fire and Police Departments.

PERSONNEL DEPARTMENT
City Hall South, Room 100

PERSONNEL—City Hall South, Room 100

The Personnel Services Division administers the merit system for the City. It recruits applicants for the City's many and varied jobs, reviews jobs for their proper grouping, and prepares and gives examinations for entrance and for promotion. The Personnel Services Division also assists other departments with employee training evaluation and safety programs, presents the City's position in the determination of employee representation units, and administers health insurance, tuition reimbursement, and workmen's compensation benefits. It also administers the federally-funded Emergency Employment Act and Comprehensive Employment and Training Act for the City and its six subagents and is responsible for the City's Affirmative Action Program.

The activities of the Personnel Department are governed by the rules and policies of the Civil Service Commission.

Approximately 49,500 men and women are employed by the City to carry on the activities and services of the many departments.

MEDICAL—1401 West Sixth Street

The Medical Services Division provides emergency medical care for prisoners and arrestees, and many of the City's civilian and sworn employees injured on duty. It administers preplacement and periodic medical examinations, an occupational health program for City employees, and reviews emergency medical care for the public, based on advice by the Medical Advisory Council.

PLANNING
City Hall, Room 561

One of the primary functions of this department is the preparation of a General Plan to guide City planning and development. Based upon goals and concepts partially established through citizen participation programs, the plan includes a long range conceptual framework, a 20-year City-wide Plan, 35 community plans and numerous special technical elements for parks, schools, bikeways, transportation systems, housing, energy, noise, etc. The department regulates the use of privately owned property through the administration of the City's zoning regulations and through the approval of proposed subdivisions in accordance with applicable State planning laws, including the impact of development upon the environment. It also investigates and reports on proposed amendments to the zoning regulations and other City ordinances related to planning matters. The proposed acquisition of land by the City for public use, the sale or vacation of City-owned land and environmental impact statements prepared by other agencies relative to Public Works projects must be reviewed by this department.

POLICE DEPARTMENT
Parker Center, 150 North Los Angeles Street

The Police Department enforces all federal and state penal statutes and many City ordinances, protects life and property, and preserves the peace. Officers meet with citizen groups of all ages and ethnic backgrounds to reduce crime and promote understanding. The department maintains 17 geographic area headquarters throughout the City. A five-member Police Commission, authorized by the City Charter, controls the department and exercises permit granting powers for the regulation of various businesses.

PUBLIC WORKS
City Hall, Room 353

The Board of Public Works, consisting of five full-time members, has charge of the design, inspection, construction, and maintenance of all public buildings and improvements in the City, except those under the jurisdiction of departments having control of their own funds; of the design, inspection, construction and maintenance of all street improvements, sewers, and storm drains; of the cleaning and lighting of all public thoroughfares; of the disposal of garbage, sewage, and refuse; and of the annual lot cleaning program. Various bureaus created to carry out these services under Board jurisdiction, together with their main duties, are as follows:

ACCOUNTING—City Hall South, Room 300

Maintains all budget and cost accounts of the Public Works Department and of special funds affecting public works activities; prepares and maintains a record of all payrolls of this department.

ASSESSMENTS—City Hall East, Room 1250

Spreads, levies, and collects special assessments for public improvements and for the maintenance of street lights; and provides Realty Lien Information.

CONTRACT ADMINISTRATION—City Hall, Room 908

Inspects work being done under contract or permit on the construction of streets, bridges, sewers, storm drains, and other related public improvements.

ENGINEERING—City Hall, Room 800

Prepares surveys and engineering plans for street improvements, bridges, sewers, storm drains, and other public work, and is the custodian of all maps, plans, and records pertaining to such work.

PERSONNEL—City Hall, Room 104

Administers the personnel management program of the Department of Public Works; makes recommendations concerning the establishment and implementation of policy in all areas of personnel management and insures compliance with civil service rules, personnel ordinances, and departmental personnel rules.

PUBLIC BUILDINGS—City Hall East, Room 800

Prepares architectural plans and constructs or supervises the construction, repair, and maintenance of all public buildings, except those under the jurisdiction of departments having control of their own funds; and provides custodial and protection services.

RIGHT OF WAY AND LAND—City Hall, Room M-50

Acquires rights of way, makes appraisals and purchases property required for public use; examines property titles, maintains records, and collects rentals for the use of City-owned land and improvements; and provides relocation assistance.

SANITATION—City Hall East, Room 1410

Collects and disposes of garbage, noncombustible rubbish, and dead animals. Operates and maintains the sewage and storm water collection systems, the Terminal Island Sewage Treatment Plant, and the Hyperion Sewage Treatment Plant and controls the discharge of industrial waste into sewers, storm drains and channels.

STANDARDS—2319 Dorris Place

Tests construction materials used in public improvements and makes such other tests as required by City departments or ordinances.

STREET LIGHTING—City Hall East, Room 510

Designs, specifies, and supervises the construction, installation, repair, maintenance, and financing of lighting systems.

STREET MAINTENANCE—
City Hall South, Room 700

Is responsible for the maintenance and cleaning of streets, bridges, tunnels and structures and for the removal of weeds and rubbish from vacant lots. Enforces City ordinances pertaining to broken sidewalks, billboards, blasting, and house moving; and maintains trees in the public right-of-way.

TRANSPORTATION—City Hall, Room 2401

Provides pool vehicles for use by most City departments; maintains repair and service shops for City vehicles, including City helicopters and operates employee parking facilities.

PUBLIC UTILITIES AND TRANSPORTATION
City Hall, Room 1600

The Department of Public Utilities participates in utility rate and service hearings before State and Federal regulatory agencies in the interest of the City and the City resident-consumer. The Department also protects the interest of the consumer through direct regulation of rates charged and services rendered by taxicab, ambulance, community antenna television (CATV) systems and auto-for-hire which operate under City franchises or permits.

The department contributes to public safety through comprehensive programs of upgrading protective devices at railroad crossings, public vehicle inspecting and pressure testing of pipelines.

The department further provides communications service to other City departments and offices. Included are U. S. Mail Service, messenger service to outlying City offices, telephone and radio telephone operation, and the design, construction, installation and maintenance of radio and wire communications systems.

RECREATION AND PARKS
City Hall East, Room 1325

The operation of public recreation facilities and the provision of many recreation services is under the administration of the Recreation and Parks Department, a merger of the two former Departments of Playground and Recreation and of Parks. This department has charge of the operation and services provided by the City's playgrounds, recreation centers, parks, beaches, swimming pools, recreation camps, and such special facilities as golf courses, the Griffith Park Greek Theatre, Griffith Observatory, and Crowley fishing lake. It organizes and conducts broad programs of sports and recreational activities on its own facilities and also on the facilities of other agencies. It receives an appropriation from the annual tax levy of not less than thirteen cents on each $100 of assessed valuation, plus such supplemental appropriations as may be made by action of the City Council. The department controls its own funds and fixes the salaries of its own employees, except the salary of its general manager, which is fixed by the City Council.

SOCIAL SERVICE
City Hall, Room 1501

The Social Service Department regulates and investigates charitable solicitations, and issues Information Cards to bona fide charitable agencies in the City of Los Angeles, grants endorsements to qualified charitable agencies, processes business tax registrations and police permit applications for municipal tax exemptions, and disburses funds set aside by the City for philanthropic purposes.

CONSUMER AFFAIRS—City Hall, Room 848

The Bureau of Consumer Affairs of the Social Service Department is set up to receive, investigate, and resolve consumer complaints; to recommend and propose legislation in the interest of the consumer; to promote ethical standards of conduct for business and consumers; to develop consumer education programs; to hold hearings for which it can subpoena witnesses or evidence; and to provide the necessary investigation to recommend the filing of criminal or civil actions.

SUPPLIES
City Hall East, Room 1430

The Purchasing Agent purchases supplies and equipment and equipment rentals for the City and exercises supervision over the City Stores, the Printing Division, the Salvage Division which handles sales, vehicle registration, and the Office Equipment Repair Division.

TRAFFIC DEPARTMENT
City Hall, Room 1200

This department studies street traffic problems; analyzes the effect of proposed civic, commercial, and recreational developments on the parking and traffic needs of the City; recommends to the Council rules and regulations respecting traffic for enactment into ordinance; provides for the installation and maintenance of traffic signs, signals, parking meters, street name signs, and other traffic control safety devices; and conducts a program of basic traffic engineering research. The department is also responsible for painting fire hydrants and issues commercial vehicle identification permits.

TREASURER
City Hall, Room 295

The Treasurer receives and is the custodian of all funds of the City (including the Department of Water and Power, the Department of Airports, and the Harbor Department), The Los Angeles Memorial Coliseum Commission, the Pueblo de Los Angeles State Historical Monument Commission, the Los Angeles Convention and Exhibition Center Authority Commission, the Parking Authority of the City of Los Angeles and The Greater Los Angeles Community Action Agency; disburses funds pursuant to provisions of the City Charter and other laws governing the activities of the aforesaid entities; causes interest to be earned on funds that are not immediately needed; receives and is the custodian of all securities owned by the entities of which he is Treasurer; issues revenue bonds of vehicle parking districts, street improvement bonds, general obligation bonds of the City, and revenue bonds, where existent, of the other entities of which he is Treasurer; pays the principal and interest of all bonds issued by him; is a paying agent for revenue bonds issued by departments of the City; and collects payments of principal and interest on street improvement bonds, and disburses those amounts to bondholders.

WATER AND POWER
111 North Hope Street

Owned by the City and serving its citizens-owners-customers with water and electricity, the DWP is the largest department in the City. It is also the largest municipally-owned utility in the United States. Over three-fourths of the City's water is brought over long distances by great aqueducts, yet cost of water to consumers is the lowest of California's three largest cities. Over three-fourths of Los Angeles' electricity is generated by DWP oil and gas fueled steam power plants, with the rest provided by DWP hydroelectric plants, Hoover Dam power plant units operated by DWP, jointly owned coal-fueled steam power plants and purchased power. Electric rates in Los Angeles are among the lowest of the largest cities in the United States. Despite its low rates for water and electricity, the DWP is financially self-sustaining from its revenues, receives no support from taxes, and in fact contributes over $20 million annually from its revenues to the support of the general City government.

HISTORICAL FINANCIAL DATA

(Exclusive of Proprietary Departments)

SOURCES OF REVENUE	1964-65		Estimated 1974-75	
	Millions	Percent	Millions	Percent
Property Tax	$113.5	37.7	$250.7	33.6
General Government	51.8	17.2	92.4	12.4
Recreation & Parks, Library	11.0	3.7	15.8	2.1
Permanent Improvement Fund	3.3	1.1	4.7	.6
City Employees' Retirement	7.6	2.5	28.2	3.8
Fire and Police Pension	23.9	7.9	89.5	12.0
Bond Redemption & Interest	15.8	5.3	20.1	2.7
Sales Tax	51.8	17.2	92.0	12.3
Business Tax, Permits, Fees & Fines	43.8	14.5	145.4	19.4
Subventions and Grants	37.4	12.4	75.3	10.0
Utility Fund Transfers	9.5	3.6	35.5	4.7
Cigarette Users Tax	....	....	12.8	1.8
Utility Users Tax	....	....	55.4	7.4
Interest	4.2	1.4	16.0	2.1
Miscellaneous	28.0	9.3	34.3	4.6
Surplus from Prior Year	13.1	4.5	30.4	4.1
TOTAL	$301.3	100	$747.5	100

HISTORICAL FINANCIAL DATA (Cont.)

(Exclusive of Proprietary Departments)

USES OF REVENUE	1964-65		Estimated 1974-75	
Functions*	**Millions**	**Percent**	**Millions**	**Percent**
General Government	23.9	8		
Protection of Persons and Property	145.7	48		
Public Works	64.2	22		
Health and Sanitation	28.7	9		
Cultural and Recreation	23.2	8		
Miscellaneous	15.6	5		
Community Safety			367.5	49
Home and Community Environment			106.2	14
Transportation			109.5	15
Cultural, Educational & Recreational			55.3	7
Human Resources, Economic Assistance and Development			7.5	1
General Administration & Support			101.4	14
TOTAL	$301.3	100	$747.5	100

*The Functional Distribution of Funds has changed in nomenclature and content between the two compared periods.

HISTORICAL FINANCIAL DATA (Cont.)

(Exclusive of Proprietary Departments)

COMBINED TAX RATES OF TAXABLE PROPERTY	1964-65		Estimated 1974-75	
	Per $100	Percent	Per $100	Percent
City of Los Angeles	$2.0871	23	$ 2.8224	20
County of Los Angeles	2.3997	26	4.3544	31
Los Angeles School District	4.2205	46	6.3494	45
Other Special Districts (Water, Flood Control)	.4764	5	.5109	4
TOTAL	$ 9.1837	100	$14.0371	100
TAX RATES & LEVIES*				
General Government	.9273	45	.9910	35
Library	.0700	3	.0700	2
Recreation & Parks	.1300	6	.1300	5
Permanent Improvement Fund	.0600	3	.0600	2
TOTAL	$ 1.1873	57	$ 1.2510	44
Fire & Police Pension System	.4678	22	1.0099	36
City Employees' Retirement System	.1469	7	.3399	12
Bonds	.2851	14	.2266	8
TOTAL CITY TAX RATE	$ 2.0871	100	$ 2.8224	100

*Compilation of Los Angeles City Tax Rate.

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